

Addendum #1

Occupational Therapy Services FY21 – One Year Contract with Two Option Years

Issue Date: Tuesday, July 14, 2020

Bids Due: Wednesday, July 22, 2020 at 1PM EST

How many open positions in the District looking to fill?

- Providence Public School District currently does not have any open positions. The services will be needed for sick leaves and/or unanticipated mid-year vacancies.

Will the students be seen in groups (if so, how many) or individually?

- The students will be serviced individually and in small groups. The small groups can range from 2-10 students.

What current rates has the district been paying for OT services?

- The current rates are \$ 66.90 per hour/ 6.5 hours per day.

Is the District content and happy with their current provider?

- The current vendor has fulfilled the requirements as indicated in the current contract.

What is the reason for the current RFP?

- The current contract has expired.

Would it be possible to provide the current rates the District is paying?

- The current rates are \$ 66.90 per hour/ 6.5 hours per day

Which providers in the District currently using?

- Providence Public School District has contracted with Cell Staff for the last three years.

Is Teletherapy an accepted Practice in your district?

- Providence Public School District will not be accepting teletherapy practice.

We do not have an office in the State of Rhode Island. Is it your preference for a company to have an office in the State of Rhode Island?

- Providence Public School District does not have a preference for office location.

Could you please let me know the projected weekly hours of service for the OT, and PT?

- The projected hours for OT would be 6.5 hours a day X 5 days a week.

If the hours are on an as-needed basis or part-time, can you please let me know the number of weekly hours that the OT and PT & SLP worked during the 2019-20 academic year? I am aware that the hours might not be the same for the 2020-21 academic year. However, this will provide us with a better understanding on how we should calculate our cost proposal for Providence Schools.

- The hours are on an as-needed basis. The vendor would support unexpected vacancies and sick leaves.

How many OTs, and PTs do you foresee needing for the 2020-21 school year?

- Providence Public School District does not have any open vacancies at this time.

Would you consider certified therapy assistants such as COTA, and PTA, SLPA?

- Providence Public School District would not consider COTA positions.

For what grades will the OT, and PT provide services for **and** what will be the caseload?

- The occupational therapist could provide services for students ages 3-22 with a caseload ranging from 20-40 students.

How many working days will the OT, and PT work during the school year (For Example: 180 days or less)?

- The occupational therapist would work up to 6.5 hours a day for 180 days.

Would Providence Schools consider online tele-therapy for the speech and occupational therapy services?

- Providence Public School District will not be accepting teletherapy practice.

Are resumes required at the time of proposal submission or only upon award?

- Resumes and/or evidence of proper certification requirements are required only upon award.

If Providence Schools will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 day out termination written notice?

- Providence Public School District will provide 30 day written notice when services are no longer needed.

Do you require vendors to guarantee the provision of therapy services, or is it understood that vendors will begin recruiting on a best efforts basis upon contract award?

- It is understood that the vendor will begin recruiting on a best effort basis upon contract of this award.

Can we incur any penalties or be liable for any damages for not having a OT/PT available upon your school's request in a timely manner or would your school terminate the RFP contract with our company?

- The vendor will not incur penalties or be liable for damages if an occupational therapist is unavailable. If an occupational therapist is not provided in a timely manner, Providence Public School District will seek services from the next vendor on the awardee list.

What would be the payment terms of Providence Schools (Net 30)?

- Providence Public School District payment terms are net 30. Vendors must accept purchase orders.

To pay invoices, does the board meet monthly to release payment for the month? If so, do you have a calendar or specific time of month the board meets to approve payments?

- Providence Public School District school board approves payment at the beginning of the yearly contract. The school board does not approve payments on a monthly basis.

To complete the provision of therapy services, are Testing/Evaluation Materials provided by Providence Schools **OR** the Vendor?

- Providence Public School District provides testing/evaluation materials.

Will your school provide laptops/computers **and/or** an email account to the contracted providers during their assignment?

- Providence Public School District provides a laptop and an email account for contracted service providers.

Who will be the representative from Providence Schools to determine which materials/equipment are required for the therapy services?

- Providence Public School District Manager from the Office of Specialized Instruction and Services will determine appropriate materials and equipment for therapy services.

Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Providence Schools?

- Providence Public School District will provide access to internet capabilities, computers/laptops/iPads, office supplies, and fax/copy machine.

Are the OT, and PT expected to travel between schools to provide services? If so, at what school locations will the OT, and PT travel between?

- The Office of Specialized Instructional and Services provides services to 44 [Providence Public Schools](#) and a number of community preschools. Occupational therapists may provide services in multiple schools and locations.

Are the contracted providers expected to travel between schools to provide services? If so, at what school locations will the contracted providers travel between?

- The contracted providers will be expected to travel between [Providence Public Schools](#) and community preschools.

Would the district pay for mileage traveling between school campuses on the same day? If so, what will be the district IRS Standard Rate?

- The Providence Public School District would reimburse for mileage at a \$.58 per mile rate.

Are the required documents for the therapists to start working at Providence Schools? For Example: Fingerprint, State License, Criminal Background Check, TB Test, or any other specific Certifications or immunizations.

- The Providence Public School District would require

Will Providence Schools consider a price range depending on the candidates' level of experience **OR** does Providence Schools only want a fixed flat rate?

- The Providence Public School District would not consider a price range depending on the candidates' level of experience.

What is the annual expenditure available or projected for this RFP contract?

- .The annual expenditure available is up to \$60,000.

Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)? Has your current vendor(s) been able to satisfy your service needs?

- The current incumbent vendor is Cell Staff. The current rates are \$ 66.90 per hour/ 6.5 hours per day. The current vendor has fulfilled its contractual requirements.

Why is the district utilizing a solicitation for the services requested in this bid?

- The Providence Public School District solicits a request for proposals to meet the needs of related services which we are unable to provide with existing staff.

Will there be a pre-bid meeting for interested vendors to attend?

- There will not be a pre-bid meeting.

What is the anticipated award date?

- The anticipated award date will be August 31, 2020 but is subject to change.

How many vendors does the district expect to award a contract to for the services requested in this solicitation?

- The district intended to award a contract to one vendor.

How many vendors is the district currently using to fill these needs?

- The district currently contracts with one vendor.

Can the district please clarify how needs for contractors will be disseminated to vendors post award?

- Following award, the awarded contractors will receive a purchase order and then will work directly with the staff in Specialized Instruction and staff in schools to coordinate provision of services.

How many references does the district require?

- The district requires 3-5 references.

Can the district please provide incumbent information, and current bill rates, for contracts in place for similar services?

- The district currently contracts with Cell Staff. The rate is \$66.90 per hour.

What is the expected amount of FTE contract vendor supplied OTs to be utilized during the 2020-21 SY?

- Unexpected sick leaves and unexpected vacancies are unknown at this time.

Can the district please provide the total amount of FTE contract vendor supplied OTs utilized during the 2019-20 SY?

- The district contracted one occupational therapist during the 2019-2020 school year.

Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?

- Providence Public School District will provide access to internet capabilities, computers/laptops/iPads, office supplies, and fax/copy machine. The Providence Public School District will provide testing and evaluation materials.

What travel between schools is expected for these providers?

- The Office of Specialized Instructional and Services provides services to 44 Providence Public Schools and a number of community preschools. Occupational therapists may provide services in multiple schools and locations. Providers will be expected to travel to these locations.

Can the district please clarify the Certificate of Insurance expectations stated as “in a form and in an amount satisfactory to Providence Public Schools”?

- The certificate should provide verification on types and limits of coverage, insurance company, policy number, named insured, and the policies’ effective periods.

Can the district please clarify expectations around “ongoing technical assistance”, required in the detailed project plan?

- Ongoing technical assistance would be to provide ongoing assistance when the district identifies a problem and is in need of further action. Technical assistance may include human relations assistance, training for staff members, and /or communication.

Will teletherapy bids be accepted and considered for the award of this RFP? If so, may I receive the specifications and documents needed to be completed?

- The Providence Public School District will not be accepting bids for teletherapy.

Which vendors are currently providing the services requested in the RFP? a. What rates are you paying each vendor? b. Have your current vendors been able to meet all of your existing service needs? If not, which of your needs are not being met?

- The vendor is Cell Staff. The rates are \$66.90 and the vendor has fulfilled the requirements per contract.

Is there a budget available for this project?

- There is an available budget up to \$60,000.

How many students have been identified as needing services?

- There is not an exact amount of students identified as needing services. It will depend on the unexpected vacancies.

Approximately how many hours of service do you anticipate will be needed weekly/annually by discipline? a. If you are unable to provide an approximate amount, can you please provide the historical usage?

- The historical usage for last year was to cover an unexpected vacancy due to illness. The provider worked for 6.5 hours a day for several months.

Are vendors required to bill Medicaid directly for any services rendered?

- Vendors will be expected to bill for Medicaid eligible services using PPSD internal system called Easy Track.

Would the district consider a mutual indemnification clause in any resulting contract?

- No.

Once the bid is awarded, who will be the primary Point of Contact? a. What is their contact information?

- The primary contact will be Amanda.Florio@ppsd.org.

Will the District provide laptops and all necessary supplies to perform the scope of work or will the vendor be responsible for providing these to staff?

- The district will provide laptop and all necessary supplies to perform scope of work.

Who are the current providers for occupational therapy for the district?

- The current providers are employed by the Providence Public School District. The vendor provides services for unexpected vacancies.

How long have they been providing those services?

- N/A

Has the district been satisfied with their provision of services?

- The current vendor has fulfilled his obligations per the contract.

What is the current rate for OT services in the district?

- The current rate is \$66.90

Do you utilize a blend of OTR and OTA to provide the services?

- We currently utilize a blend of OTR and OTA services in the district.

How many FTE do you anticipate needing to provide the services outlined in the RFP?

- The FTE will cover unexpected vacancies.

How many FTE do you currently have providing the services?

- We do not have a FTE providing service at this time.

What are the expected hours of the work day/work week?

- The expected hours would be 6.5 hours a day for 5 days a week.

Do the OTs currently provide any services under 504 or RtI?

- Yes, the OT can provide services through a 504 or RtI.

What therapy space, equipment and evaluation tools are available to the OTs?

- Therapy, space, equipment, and evaluation tools will be provided.

Who are the current vendors providing OT, PT, and BEH Analyst services?

- The current vendor is Cell Staff.

What are the current billing rates?

- The rates are \$66.90 per hour.

How many OTs, PTs, and BEH Analysts do you anticipate needing for the upcoming school year?

- We do not have an exact number of FTEs needed. The services will cover for unexpected vacancies.

Will the open positions be full-time or part-time?

- The positions will be full time.

Do you require candidate resumes to be submitted with the proposal?

- Resumes should be provided if available.

The instructions state that we need to email the Purchasing schedule a time to drop off the package. We use Fedex, and they typically provide a drop off by 10:30 or by 3:00. How can we arrange delivery if we aren't exactly sure when Fedex will drop off the package.

- With the mailing of packages via any service, the best route is to schedule delivery for a day before the deadline. If the package is set to be delivered between 10:30 and 3:00 PM on the date of the opening, the Purchasing Department is not responsible for late packages due to the carrier's timeline.

Will the clinicians have access to computers/laptops and printers provided by your schools?

- Clinicians will have access to computers, laptops and printers.

Will the clinicians have access to materials, supplies, evaluations kits, and protocols provided by your schools?

- Clinicians will have access to materials, supplies, evaluation kits and protocols.

We would like to participate in all 3 of your RFPs, OT, PT and BCBA. Can we submit 1 proposal for all 3 services?

- Proposals should be submitted separately.

How many of each provider type are needed for the 20-21 school year?

- The vendor will provide services for unexpected vacancies.

Does the District currently contract for these services?

- The district contract is with Cell Staff.
 1. If so, with how many agencies? one
 2. If so, are the current agencies able to meet the District's needs? yes
 3. What rates were awarded in your previous RFP for each service? \$66.90

Are you open to virtual services?

- The district will not award for virtual services.

Will more than one vendor be awarded?

- The district intends to award to one vendor, but that is subject to change.

Will any redlines/deviations be accepted to the terms?

- No, not at this time.

Are you open to negotiations after the award?

- No.

Due to COVID-19 is there an electronic submission option for the RFP?

- No electronic bids will be accepted.